



Job Applicant/ reference

Privacy Notice (compliant with GDPR)

As part of any recruitment process, RNPSLO collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

RNPSLO collects a range of information This includes:

- names, address and contact details, including email address and telephone number;
- details of qualifications, skills, experience and employment history;
- information about current and historic level of remuneration.
- whether or not a person has a disability for which the organisation needs to make reasonable ^[L]_[SEP] adjustments during the recruitment process; and
- information about entitlement to work in the UK.

RNPSLO may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data from third parties, such as references supplied

by former employers. We will seek information from third parties only once a job offer has been made and will inform that we are doing so. Information relating to providing a reference will be done so with prior agreement .

Data will be stored in a range of different places, including on application record, in HR management systems and on other IT systems (including email).

Why does RNPSLO process personal data?

We need to process data to take steps to entering into a contract .

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In some cases, we need to process data to ensure that we are complying with its legal obligations.

For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

RNPSLO has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

RNPSLO may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If an application is unsuccessful, RNPSLO may keep personal data on file in case there are future employment opportunities which may be suited. We will ask for consent before it keeps data for this purpose and withdraw consent at any time.

Who has access to data?

Information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR, Pay roll and recruitment team, interviewers involved in the recruitment process.

We will not share data with third parties, unless an application for employment is successful and an offer of employment is made. We will then share data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

References provided by RNPSLO are done so with agreement and information shared is relevant to the post.

How does RNPSLO protect data?

We take the security of data seriously. We have internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does RNPSLO keep data?

If an application for employment is unsuccessful, the organisation will hold data on file for 3 (three) months after the end of the relevant recruitment process. If there is agreement to allow us to keep personal data on file, we will hold data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once withdrawing of consent, data is deleted or destroyed. Applicants will be asked when submitting a CV whether consent is given to hold details for the full 6 months in order to be considered for other positions or not.

If application for employment is successful, personal data gathered during the recruitment process will be transferred to personnel file (electronic and paper

based) and retained during employment.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where RNPSLO is relying on its legitimate interests as the legal ground for processing. ^[1]If you would like to exercise any of these rights, please contact RNPSLO Area Coordinator at Jackandjills@rnpslo.co.uk If you believe that the organisation has not complied with your data protection rights, you can complain to the ^[1]Information Commissioner. ^[1]**What if you do not provide personal data?** ^[1]You are under no statutory or contractual obligation to provide data to RNPSLO during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.